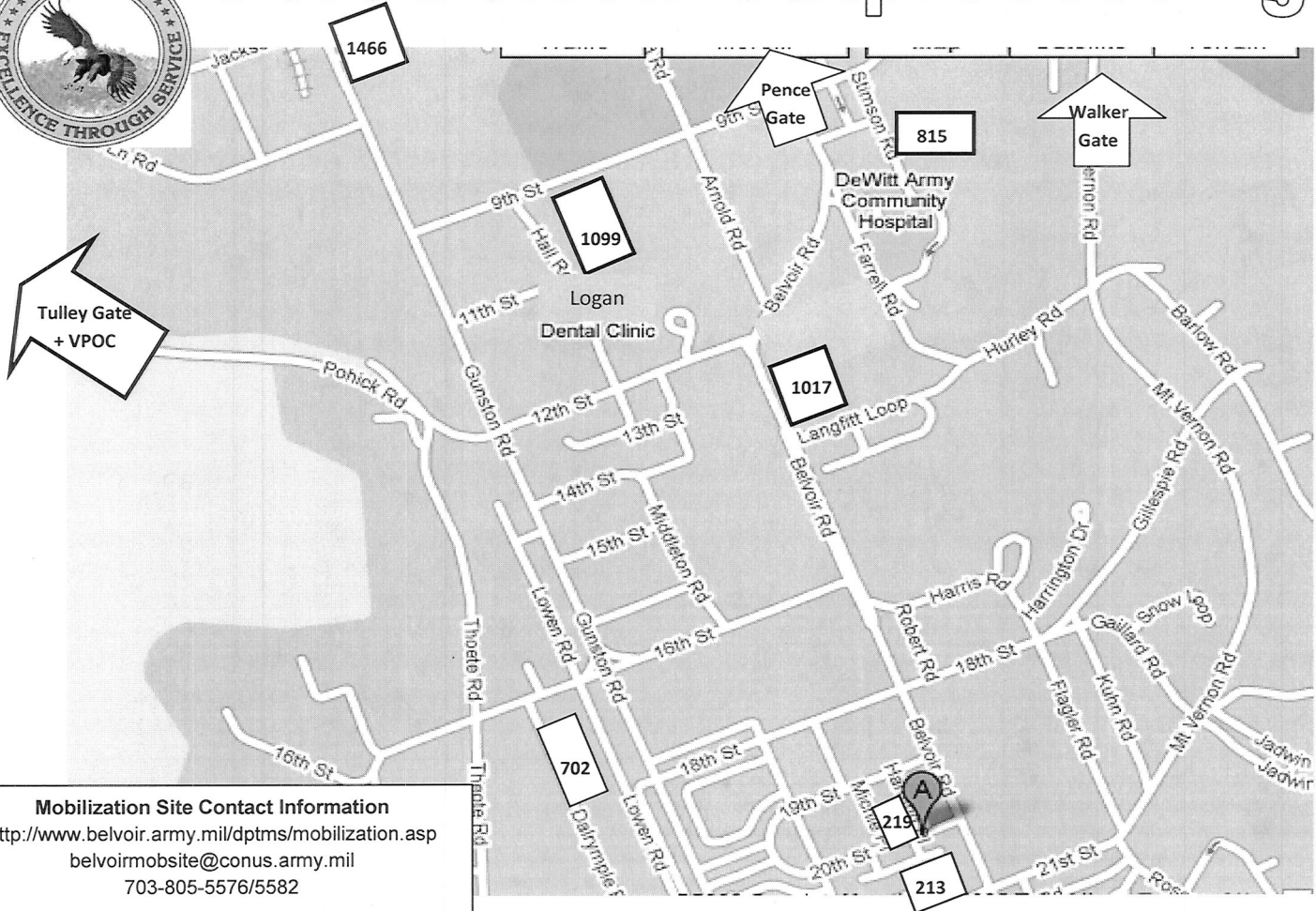




# Fort Belvoir Outprocessing



## Mobilization Site Contact Information

<http://www.belvoir.army.mil/dptms/mobilization.asp>  
 belvoirmobsite@conus.army.mil  
 703-805-5576/5582

- Phase I** – Start at DPTMS, Mobilization Site, Bldg 213, room 200, 5815 20<sup>th</sup> Street  
 (Monday – Friday, 0845 -1130 and 1300 – 1530 hours)
- Phase II**
- DeWitt Health Care Network - Medical Company (Multi-step process)  
 Bldg 815, room 123, is behind DeWitt Hospital on Stimson Road  
 \*Contact MS Carri, Troop Clinic for Health Assessment appointment. (703) 806-3397/3396.  
**Prior to this appt. the PPD must be read/you must see the Community Nurse.**
  - Logan Dental Clinic (enter P-lot next to Van Noy Library) or servicing clinic.  
 Bldg 1099, off of 12<sup>th</sup> Street by Hannah Lane
  - Barden Education Center, ACAP Office  
 Bldg 1017, corner of Belvoir Road and Langfitt Loop
  - Staff Judge Advocate - Legal  
 Bldg 702, 9910 Lowen Road
  - \* Directorate of Human Resources, Bldg 213 on 5815 20<sup>th</sup> Street
    - DD93/SGLV/System Update, Rooms 216
    - DEERS – Rear entrance, Main Floor
  - \* Please note: SM assigned to Pentagon or DIA report to Ft Myer, Bldg 202 for DHR, Mr. Corbitt 703-696-0343/0008  
 SM assigned to Walter Reed report to WRAMC
  - Joint Personal Property Shipping Office  
 Bldg 1466, 9325 Gunston Road. (Optional/not on checklist.)
- Phase III** **This is on the LAST day of outprocessing. Start at 0800 hours on \_\_\_\_\_:**
- \* Directorate of Human Resources, Bldg 213 on 5815 20<sup>th</sup> Street (1,3)
    - DD214 - Room 205
  - Defense Military Pay Office, NCR (across from DHR) (2)  
 Bldg 219, 9875 Mitchie Place, between 19<sup>th</sup> & 20<sup>th</sup> Sts. (Appointment made by MOB Site personnel)
  - End at DPTMS, Mobilization Site, Bldg 213, Room 200 (4)
- Hand carry, FAX or Email DD214 (Email – belvoirmobsite@conus.army.mil)

Revised: 9 July 2009

## ATTENTION – Outprocessing Information

### MOBILIZATION PERSONNEL

#### LEAVES/PASSES

**SMs (Service Member) are not authorized leave or passes during processing phases (Inprocessing/Outprocessing/Change of Orders) IAW AR 600-8-10. Emergencies will be handled on a case-by-case basis.**

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#### PDMRA

**This office will process PDMRA only for SMs on orders serving at 50% in Iraq, Afghanistan, or Kuwait and involuntary mob orders. Orders will not be considered involuntary within a 5 year window. All other applications will have to process through individual units/commands.**

10 USC 12302 – Partial Mob: Soldiers called to involuntary active duty under 10 USC 12302 and the applicable Executive Orders shall not serve on active duty in excess of 24-months under that authority including time for processing through demobilization stations (MS), authorized travel, and to take accrued leave.

The "Post-Deployment/Mobilization Respite Absence (PDMRA)" program applies to qualifying deployments and or mobilizations underway on, or commencing after January 19, 2007.

For Reserve component Soldiers, creditable mobilizations are defined as mobilizations under Title 10, United States Code, sections 12301a, 12302, or 12304. By law, these categories of mob orders are considered "involuntary mobilizations."

However, Soldiers who volunteer for active duty (retiree recall, CO-ADSO/COTTAD) or volunteer to remain on active duty (signed a DA Form 1058, Application for Active Duty of Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers Of the Army National Guard and U. S. Army Reserve) and who are then given/issued/provided 12301(a) 12302, 12304 (involuntary orders) are NOT considered to be on an involuntary mobilization status and consequently do not qualify to earn or accrue any days of PDMRA during their voluntary mobilization period. This is not a change to existing PDMRA policy, rather a clarification of the existing policy and intent of the OSD PDMRA program guidance.

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#### TPU Time

TPU (Troop Program Unit) is for reconstructive time for TPU and M-day SM's to process at their home unit.

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#### Travel Time – Driving

One travel day is allowed for each 400 miles to the SM's home of record. When the total distance is 400 miles or fewer a day of travel is allowed.

#### Travel Time – Air Transportation

One travel day is allowed to the SM's home of record.



## LEAVE VERIFICATION SHEET

### Finance

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last day of duty (see order) \_\_\_\_\_

Future Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Duty Station \_\_\_\_\_

Are you taking transitional leave? Yes or No

From \_\_\_\_\_ to \_\_\_\_\_ Total Days \_\_\_\_\_

Do you have any leave to sell? Yes or No

How many days are you selling? \_\_\_\_\_

How many days do you wish to carry? \_\_\_\_\_

Note: If your orders are going to be extended without a break in service, leave must be carried over. If you demob/refrad with 1 day break in service you must sell remaining balance.

Have you taken any leave that has not posted to your LES?

From \_\_\_\_\_ to \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Is the bank information on the Master Military Pay Account (MMPA) correct? Yes or No

If no, Correct Bank Routing # \_\_\_\_\_ Account # \_\_\_\_\_

I certify that the information listed above is accurate and corrected to the best of my knowledge.

\_\_\_\_\_  
*Soldier's Signature*

\_\_\_\_\_  
*Today's Date*

.....  
Documents attached: Orders \_\_\_\_\_ DD214 \_\_\_\_\_ DA Form 31 \_\_\_\_\_

.....  
To be completed by soldiers PAC/S1. Name of PAC/S1 \_\_\_\_\_

I verify that leave taken by the soldier has been charged and it has been charged correctly.  
Circle one: Yes or No

The soldier needs to be charged leave for the following dates: (attach DA Form 31 of Leave to be charged.):

\_\_\_\_\_  
*PAC/S1 Signature \**

\_\_\_\_\_  
*Today's Date*

**\*Must be signed at your unit, not the Demob station. The Demob cannot verify this information. Finance will NOT outprocess you without this signature.**



Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

FINAL OUT DATE: \_\_\_\_\_

## Demob Cover Sheet

### Phase 1 - Documents required for DD 214:

1. Order that you are on now with ALL amendments.
2. Memo from HRC Alexandria for early REFRAD *(if applicable)*
3. ALL DD 214s from any **PRIOR** active services
4. Travel voucher for OCONUS deployments. *(if applicable)*
5. Any awards that you have received while you were on this order
6. Copy of 2-1 /ORB/ERB – Signed and verified.
7. Retirement Point Worksheet (NGB 23/23B or 2492E)
8. SGLV/DD 93 (DHR at Bldg 213 Room 205)
9. Leave & Earnings Statement (Current)

Please put this paperwork (1-7) in the manila folder.

Mark the top of folder with your:  
LName, FName, MI,  
Rank, SSN & UIC

### **Partial MOB Packets WILL NOT BE ACCEPTED**

Mailing Address (after separation)

Name and address of nearest relative

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_____ (Name)	_____ (Relationship)
_____	_____
_____	_____

### **PDMRA**

- All Mob orders & any orders serving in Iraq and Afghanistan (TCS Orders)
- AA Calculator Worksheet
- DA 31
- "06" memo, *(if applicable)*

### Phase 3 - DHR/Finance:

DHR-Room 205/211

Email: belvoirmobsite@conus.army.mil

### **Documents required before final appointments**

1. Clearing Checklist and Leave Verification Sheet with required clearing completed.
2. DD 2648 ACAP checklist
3. Completed DA 31
4. Copy of any additional awards that need to be added

### **Service Member's Itinerary**

1. Outprocessing Dates: \_\_\_\_\_
  2. Finance Appt: \_\_\_\_\_
  3. DHR (DD 214) Appt: \_\_\_\_\_
  4. Travel Dates: \_\_\_\_\_
  5. TPU (3): \_\_\_\_\_
  6. # PDMRA Days: \_\_\_\_\_ Dates: \_\_\_\_\_
  7. # Leave Days: \_\_\_\_\_ Dates: \_\_\_\_\_
- Mob Control Number-2009 \_\_\_\_\_

### **FOR OFFICE USE ONLY:**

AD Begin Date: \_\_\_\_\_  
AD End Date: \_\_\_\_\_Format Code: \_\_\_\_\_  
Overseas Time: \_\_\_\_\_

### **PDMRA**

Original REFRAD Date: \_\_\_\_\_  
Requested REFRAD Date: \_\_\_\_\_

Served Overseas: Yes \_\_\_\_ No \_\_\_\_

# PERSONAL DATA SHEET

Today's Date: \_\_\_\_\_

1. Name: \_\_\_\_\_

2. Rank/Grade: \_\_\_\_\_

3. Race: \_\_\_\_\_ (Data used for e-MilPo purposes)

4. SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

5. Order Type: \_\_\_\_\_

6. Order UIC: \_\_\_\_\_

7. Order Number: \_\_\_\_\_

8. Order Start Date: \_\_\_\_\_ Order End Date: \_\_\_\_\_

9. Current Unit: \_\_\_\_\_

10. Current Unit Phone: \_\_\_\_\_

11. Unit Point of Contact: \_\_\_\_\_

12. POC Phone: \_\_\_\_\_

13. Home Unit Address: \_\_\_\_\_

14. Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

15. Home Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

16. Cell phone or Pager: ( ) \_\_\_\_\_ - \_\_\_\_\_

17. Emergency Point of Contact: \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

(Name)

(Phone)

18. Area of Operations Deployed: CONUS or OCONUS (circle one)

19. Date activated to Active Duty (If USAR): \_\_\_\_\_

20. Date (s) Deployed: \_\_\_\_\_ Redeployed: \_\_\_\_\_

(Iraq-Afghanistan)

21. Email address (AKO): \_\_\_\_\_@US.ARMY.MIL

Disclosure of this information is voluntary; however, failure to disclose the requested information could result in improper inprocessing.